



**Position Posting:**

**RECREATION PROGRAM COORDINATOR**

**Syracuse City Corporation**  
1979 West 1900 South  
Syracuse, UT 84075  
(801) 825-1477

Syracuse City Corporation is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state, or federal laws.

**Job Title:** Recreation Program Coordinator  
**Department:** Parks & Recreation  
**Reports To:** Recreation Manager  
**Status:** Full Time, Non-Exempt (Hourly)  
**Annual Wage:** \$24.83- \$27.00 DOE  
**Close Date:** Open Until Filled  
**Hours:** 40 hours per week (hours may vary, including evenings, weekends, and holidays)

**Position Summary:**

This position is responsible for assisting in the development, planning, promotion, implementation, and evaluation of recreation and educational programs, activities, and/or events of the community.

**Essential Duties and Responsibilities:**

- Assist to maintain Parks & Recreation Department goals, objectives, policies, and priorities for appropriate service areas.
- Organize and set up leagues, tournaments and clinics for each program or activity when offered.
- Recruit and instruct coaches in their responsibilities.
- Schedule facilities, parks, and fields used for programs or activities.
- Ensure a safe, clean, and well-ordered environment for programs and activities.
- Set and enforce rules of play and conduct for each program or activity.
- Assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.
- Assist in ordering uniforms, supplies, equipment, and awards for each program or activity according to the City's purchasing policy and procedures.
- Maintain inventory of supplies and equipment; distribute and collect supplies and equipment to coaches/participants.
- Recruit, hire, train, motivate, schedule, and manage site supervisors, officials, and recreation assistants in their duties.
- Assists in preparing cost and revenue projections for specific programs and events. Recommend budgets and monitor program expenditures to assure compliance with established financial guidelines.
- Maintain communication with other divisions.
- Assist in scheduling and executing painting and field preparation, and minor maintenance.
- Respond to complaints and requests for information, in a timely manner.
- Hours may vary, which include evenings, weekends, and holidays.

- Assist other recreation staff in conducting programs, activities, and special events as needed.
- Maintain a productive working environment which includes, but is not limited to, a spirit of cooperation with co-workers, peers, and the public.
- Perform other duties as assigned by the Recreation Manager and his/her superior.

### **Required Knowledge, Skills, and Abilities:**

Knowledge of:

- Theory and philosophy of recreation, and ability to interpret this philosophy to others.
- Methods and techniques of supervision, training, and motivation.

Skilled in:

- Organization, development, and maintenance of a comprehensive community recreation program.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Ability to:

- Communicate effectively verbally and in writing.
- Supervise, train, and motivate department personnel.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job the employee is frequently required to sit, talk, hear, see, drive, stand, walk, climb, balance, stoop, kneel, crawl, push, pull, feel, reach, lift 50-75lbs, grasp, twist above the waist and bend at the waist. The employee is also required to be able to coordinate two or more limbs while sitting, standing, or lying down.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, Work is moderately quiet while in an office setting and generally loud noise or very loud noise (ex. large earth-moving equipment, lawn mowers, painting machine) while in the field. Work can be performed in outdoor settings and in all weather conditions. Individuals may be exposed to hazards associated with lawn and building maintenance including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.

**Minimum Qualifications:**

- Must be at least 18 years of age.
- Bachelor's Degree from an accredited college or university in Parks & Recreation Administration or a closely related field.
- And one (1) year of related experience.
- Or an equivalent combination of education and experience
- Availability to work nights and weekends.

**Application Instructions:**

Qualified applicants must complete a Syracuse City employment application online at [www.syracuseut.gov](http://www.syracuseut.gov). If you do not have access to a computer, you may come to the Syracuse City Hall Administration building located at 1979 W 1900 S, Syracuse, UT 84075 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Kadi Jacobsen, at [kjacobsen@syracuseut.gov](mailto:kjacobsen@syracuseut.gov).